

## **Public Hearing Team Meeting Check Sheet**

(Page 1 of 5)

### **Purpose**

The Public Hearing (PH) Team Meeting is an inter-disciplinary team milestone to allow managers/designers of different disciplines to review a set of plans and design prior to public hearing. The PH team meeting serves as a check of project progression and allows for coordination between disciplines and stakeholders prior to project public hearing.

### **Project Team Attendees**

| ✓ | Project Team Attendee              | ✓ | Project Team Attendee                  |
|---|------------------------------------|---|----------------------------------------|
|   | Project Manager                    |   | District Construction Engineer         |
|   | Location & Design                  |   | District Engineer for Asset Management |
|   | Environmental                      |   | Resident Engineer                      |
|   | Structure & Bridge                 |   | Programming                            |
|   | Mobility Management                |   | Scheduling & Contract                  |
|   | Right of Way & Utilities           |   | Local Financial Assistance             |
|   | Materials                          |   | FHWA                                   |
|   | Transportation & Mobility Planning |   | Locality                               |
|   | Public Affairs                     |   | Utilities Owners                       |
|   | Project Consultants                |   | District Traffic Engineer              |
|   | VDRPT                              |   |                                        |

### **Project Manager Responsibilities**

- Provide leadership and management necessary to ensure completion of scheduled tasks required for Public Hearing.
- Ensure adequate resources are available to support the Public Hearing.
- Manage preparation of displays, brochures, location maps, etc. and make available to team for review
- Ensure PH graphics are consistent with environmental documents and supporting studies.
- Ensure team members have a copy of the Public Hearing plans.
- Plan, lead and facilitate Public Hearing team meeting.
- Record PH meeting minutes to include any scope, schedule and budget revisions and distribute to the project team.
- Coordinate meeting to brief elected officials before public hearing.
- Request additional data to include:
  - Test Hole Data
  - Utility Locating Data
- Coordinate design approval.
- Coordinate R/W approval.
- Assist in Utility Field Inspection(s).

## Public Hearing Team Meeting Check Sheet

(Page 2 of 5)

### Project Deliverables and Responsibility Matrix

● Responsible    ✓ Participates    □ Notified

| ✓ | Deliverable                                   | L&D | ENV | MAT | S&B | MM & TE | RW/ UTL | S&C | RE | ASSET MGT |
|---|-----------------------------------------------|-----|-----|-----|-----|---------|---------|-----|----|-----------|
|   | Preliminary Roadway Design                    | ●   | ✓   | ✓   | ✓   | ✓       | ✓       | ✓   | ✓  | ✓         |
|   | Preliminary Hydraulic Design                  | ●   | ✓   | ✓   | ✓   |         |         |     |    |           |
|   | Prelim. Retaining Structure Design (standard) | ●   | ✓   | ✓   | ✓   |         |         |     |    |           |
|   | Preliminary E&S Control Design                | ●   | ✓   |     |     |         |         |     |    |           |
|   | Bridge Hydraulic Analysis                     | ●   | ✓   | ✓   | ✓   |         |         |     |    |           |
|   | Preliminary Landscape Design                  | ●   | ✓   | ✓   | ✓   | ✓       | ✓       |     | □  |           |
|   | Preliminary Sound Barrier Design              | ✓   | ●   | ✓   | ✓   |         | ✓       |     | □  |           |
|   | Environmental Document (DEIS, DEA, CE)        | ✓   | ●   | ✓   | ✓   | ✓       | ✓       |     | □  |           |
|   | Major Structure Foundation Analysis           |     |     | ●   | ✓   |         |         |     |    |           |
|   | Preliminary Str./Bridge Design                | ✓   | ✓   |     | ●   | ✓       | ✓       |     |    |           |
|   | Prelim. Retaining Structure Design (special)  | ✓   | ✓   | ✓   | ●   |         |         |     |    |           |
|   | Preliminary Traffic Control Device Design     | ●   | ✓   | □   | ✓   | ✓       | □       | □   |    |           |
|   | Right of Way Assessment                       | ✓   | ✓   |     |     |         | ●       |     |    |           |
|   | Utility Assessment                            | ✓   | ✓   |     |     |         | ●       |     |    |           |

### Meeting Activities

| ✓ | Activity                                                                     | Activity Lead                                |
|---|------------------------------------------------------------------------------|----------------------------------------------|
|   | Plan Public Hearing                                                          | Project Manager/RE                           |
|   | Identify/review significant project issues with citizens/localities impacted | Project Manager/Public Affairs               |
|   | Review project scope, schedule, and budget                                   | Project Manager                              |
|   | Review Public Hearing plans and all Preliminary Designs                      | Location & Design and All Disciplines        |
|   | Review Public Hearing graphics, displays, etc.                               | Project Manager/Public Affairs               |
|   | Discuss/address environmental issues                                         | Environmental                                |
|   | Discuss/address constructability issues                                      | Scheduling and Contract                      |
|   | Discuss/address maintenance issues                                           | Asset Management                             |
|   | Discuss/review locality and field issues                                     | Resident Engineer/Local Financial Assistance |
|   | Discuss and evaluate all identified project threats and opportunities        | Project Manager                              |
|   | Discuss/review other stakeholder issues                                      | Project Manager                              |
|   | Coordinate briefing of elected officials before public hearing               | Project Manager/RE                           |
|   | Discuss regional planning issues                                             | Transportation & Mobility Planning           |
|   | Discuss outreach communications activities                                   | Public Affairs                               |

Updated 3/5/04

## **Public Hearing Team Meeting Check Sheet**

(Page 3 of 5)

### **Meeting Outputs**

- Coordinated Project Team position on issues, status of documentation, and details associated with supporting the Public Hearing.
- PH Meeting Minutes to include:
  - Project Scope, Schedule and Budget with documentation of revisions.
  - Current project threat and opportunity evaluation.
  - Documentation of lessons learned to this point of project development.
  - Documentation of external stakeholder issues and project team response.
- Plan and schedule for completion of deliverables necessary for next project milestone.
- Initiation of detailed design tasks once Design Approval is obtained.
- Secure local support via letter or resolution.

### **Project Team Responsibilities**

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>L&amp;D</b> | <ul style="list-style-type: none"><li>• <b>Additional Survey</b><ul style="list-style-type: none"><li>• Provide additional survey as requested by other disciplines.</li></ul></li><li>• <b>Preliminary Roadway Design</b><ul style="list-style-type: none"><li>• Refine horizontal/vertical alignment and intersection design</li><li>• Refine cross sections and plot proposed right of way lines and utilities.</li><li>• Include preliminary sound barrier design in roadway design plans.</li><li>• Draft Maintenance of Traffic plans for project team review.</li></ul></li><li>• <b>Preliminary Hydraulic Design</b><ul style="list-style-type: none"><li>• Refine stormwater management design.</li><li>• Place ditches, pipes, and inlets on cross section for right of way considerations.</li><li>• Design of temporary/permanent stream effects (relocation, restoration, and enhancement) for right of way consideration.</li><li>• Provide early coordination sketches/information.</li></ul></li><li>• <b>Preliminary Retaining Structure Design</b><ul style="list-style-type: none"><li>• Provide retaining wall location and type for standard structure or standard structure with slight modification.</li></ul></li><li>• <b>Preliminary E&amp;S Control Design</b><ul style="list-style-type: none"><li>• Develop preliminary erosion and sediment control plans from Environmental Division input.</li></ul></li><li>• <b>Bridge Hydraulic Analysis</b><ul style="list-style-type: none"><li>• Recommend waterway geometrics and appurtenant features for the structure and approach roadways.</li></ul></li><li>• <b>Preliminary Landscape Design</b><ul style="list-style-type: none"><li>• Prepare preliminary landscape design plans.</li><li>• Provide design support for aesthetic issues and sound barriers.</li><li>• Prepare roadside development report.</li></ul></li><li>• <b>Preliminary Traffic Control Device</b><ul style="list-style-type: none"><li>• Develop a base map for signing, lighting, and pavement marking plans.</li><li>• Prepare preliminary traffic control device plans to include “footprint” for major traffic control devices.</li></ul></li></ul> |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Public Hearing Team Meeting Check Sheet

(Page 4 of 5)

### Project Team Responsibilities (cont'd.)

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ENV</b>         | <ul style="list-style-type: none"> <li>• <b>Environmental Permit Determination</b> <ul style="list-style-type: none"> <li>• Interagency coordination/partnering is initiated after initial permit determination as necessary.</li> <li>• Agencies' comments should be made available to the project designer with request for changes that would minimize water quality impacts.</li> </ul> </li> <li>• <b>Streams/Wetland Compensation</b> <ul style="list-style-type: none"> <li>• Interagency coordination is initiated after initial permit determination as necessary.</li> <li>• Agencies' comments to be made available to the project designer with request for changes that would minimize water quality impacts.</li> </ul> </li> <li>• <b>Hazardous Materials Assessment</b> <ul style="list-style-type: none"> <li>• Hazardous material site status determination with avoidance/minimization recommendations.</li> </ul> </li> <li>• <b>Environmental Document (CE)</b> <ul style="list-style-type: none"> <li>• Approved CE typically available prior to the Public Hearing.</li> </ul> </li> <li>• <b>Environmental Document (DEA, DEIS)</b> <ul style="list-style-type: none"> <li>• FHWA approval Draft environmental document.</li> <li>• Assess the impact to Fed./State threatened and endangered species.</li> </ul> </li> </ul> |
| <b>MAT</b>         | <ul style="list-style-type: none"> <li>• <b>Major Structures Foundation Analysis and Report</b> <ul style="list-style-type: none"> <li>• Complete foundation analysis and major structure report, which includes bridge foundation report.</li> </ul> </li> <li>• <b>Soils Report</b> <ul style="list-style-type: none"> <li>• Continue preparation of final soils report to include final pavement section and slope requirements.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>S&amp;B</b>     | <ul style="list-style-type: none"> <li>• <b>Preliminary Bridge Design (TSL)</b> <ul style="list-style-type: none"> <li>• Produce preliminary structural plans (type, size, location)</li> </ul> </li> <li>• <b>Preliminary Retaining Structure Design</b> <ul style="list-style-type: none"> <li>• Provide retaining wall location and type for special design retaining structures.</li> <li>• Assist L&amp;D in determining the most economical retaining wall solution.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>MM &amp; TE</b> | <ul style="list-style-type: none"> <li>• <b>Intelligent Transportation System Design</b> <ul style="list-style-type: none"> <li>• Prepare preliminary intelligent transportation system designs for items that would affect right of way and utilities.</li> <li>• Review draft of MOT plans.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>RW/<br/>UTL</b> | <ul style="list-style-type: none"> <li>• <b>Right of Way Assessments/Easements</b> <ul style="list-style-type: none"> <li>• Provide right of way data and analysis for Public Hearing to include number of parcels to be acquired and number of families and or businesses to be relocated.</li> </ul> </li> <li>• <b>Utility Assessments/Easements</b> <ul style="list-style-type: none"> <li>• Preliminary plan sheets showing existing and proposed utility locations and easement needs.</li> <li>• Preliminary Utility Field Inspection –preliminary easement requirements.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Public Hearing Team Meeting Check Sheet

(Page 5 of 5)

### Project Team Responsibilities (cont'd.)

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>S&amp;C</b>        | <ul style="list-style-type: none"> <li>• <b>Input</b> regarding schedule, construction cost and construction related project needs.</li> <li>• Review draft MOT plans.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>PUBLIC AFFAIRS</b> | <ul style="list-style-type: none"> <li>• Develop or oversee development of communication materials for the project. <ul style="list-style-type: none"> <li>• Project newsletter/brochure</li> <li>• Web site information</li> <li>• News releases</li> <li>• Public meeting ads</li> <li>• Arrange community out reach meetings with appropriate stakeholders.</li> <li>• Review invoice submittals for consultant services relative to communications</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>STAKEHOLDERS</b>   | <p><b>Input</b> should be provided by all other project stakeholders. For example, but not limited to:</p> <p><u>Programming Division</u></p> <ul style="list-style-type: none"> <li>• Ensure project schedule is consistent with programmatic assumptions and necessary funding is secured.</li> </ul> <p><u>Asset Management</u></p> <ul style="list-style-type: none"> <li>• Review project plans for possible maintenance issues (recurring drainage problems, maintainable slopes, recurring maintenance obstacles, etc.)</li> </ul> <p><u>Transportation &amp; Mobility Planning</u></p> <ul style="list-style-type: none"> <li>• Provide Traffic Forecast.</li> <li>• Provide data/information on project from programming phase, such as MPO and issues relative to non-attainment areas.</li> </ul> <p><u>Resident Engineer/Local Assistance</u></p> <ul style="list-style-type: none"> <li>• Provide input regarding regional, municipal and other local issues.</li> <li>• Develop and provide interface and coordination with local jurisdictions for project team (some local groups may not be identified as project team members but their input should be coordinated through the Resident Engineer).</li> </ul> <p><u>Special Interest Groups</u></p> <ul style="list-style-type: none"> <li>• Some projects may have the need for special interest group involvement at the discretion of the Project Manager; these groups should come to meeting prepared to present their needs relative to the project.</li> </ul> <p><u>Utility Owners</u></p> <ul style="list-style-type: none"> <li>• Some projects may warrant the involvement of a utility owner depending on the total utility impact on scope, schedule and cost. Involvement is at the discretion of the Project Manager in conjunction with input from RW/Utilities Division.</li> </ul> <p><u>Localities</u></p> <ul style="list-style-type: none"> <li>• Ensure consistency with Comprehensive Plan</li> <li>• Coordinate land development activities</li> <li>• Coordinate elected official considerations</li> </ul> <p><u>VDRPT</u></p> <ul style="list-style-type: none"> <li>• VDRPT representative will ensure the wishes of the railroads impacted by the project are communicated with the project team.</li> </ul> |